

# Electronic Document Access (EDA)

# Contract Query & Customization



"Fly-in" Action
( Continue to Page Down/Click on each page...)



## **Contract Query Changes**

#### Contract View, Search and Query

- Format of Contract Search Options
- \* Folder "View"
- \* "Recent Contract" selection capability
- Improved Advanced Search
- Query Customization using "My Settings"
- View of multi-part Contracts from NAFI

#### My Settings

- Customize Contract query results
- Columns order and inclusion
- Sort Options
- Page Size
- Download header options





#### **EDA Document Selection**



Department of Defense
Electronic Document Access
Next Generation

**Document Selection Screen** 

POCFRyan Flaherty - Today is Apr 03, 2006 📤

EDA User's Guide

Select one of the following search options:

Contracts

Contraction Contra

Per tv GBLs

**Account Administration** 

My Profile....

Vouchers -- Accounting

To perform Contract Query CLICK

"Contracts"

on the Document Selection

Return to DOD EDA Home

Change password (Your password expires in 23 days.)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Search for a Contract...





#### **Contract Search Options**

Use any Contract query option to locate desired contract
Supply *criteria* for option selected Click **"View"** for results of query

Search Options are
categorized by
Specific Contract
Date Ranges &
Custom - Advanced Search



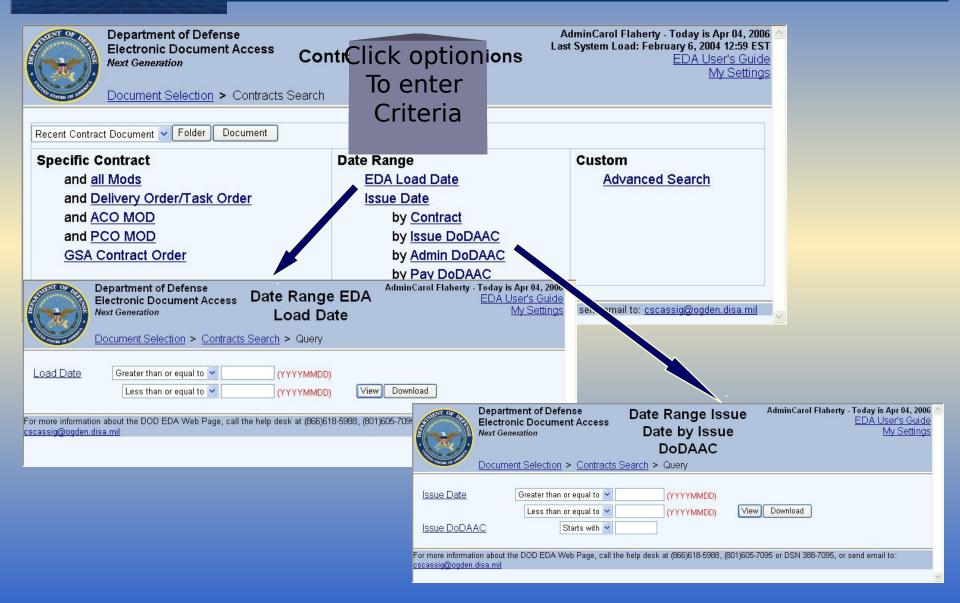


Contract Search
Options offers the user
"Canned" query
capability, each
requesting various
criteria.



Customize using







## **Contract Advanced** Search



Department of Defense **Electronic Document Access** Next Generation

**Contracts Search Options** 

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My Settings

Document Selection > Contracts Search

Recent Contract Document

Folder

Document

#### **Specific Contract**

and all Mods

and Delivery Order/Task Order

and ACO MOD

and PCO MOD

**GSA Contract Order** 

#### **Date Range**

**EDA Load Date** 

Issue Date

by Contract

by Issue DoDAAC

by Admin DoDAAC

by Pay DoDAAC

#### Custom

Advanced Search

OBE Changed to **Advanced** 

> Search en.disa.mil

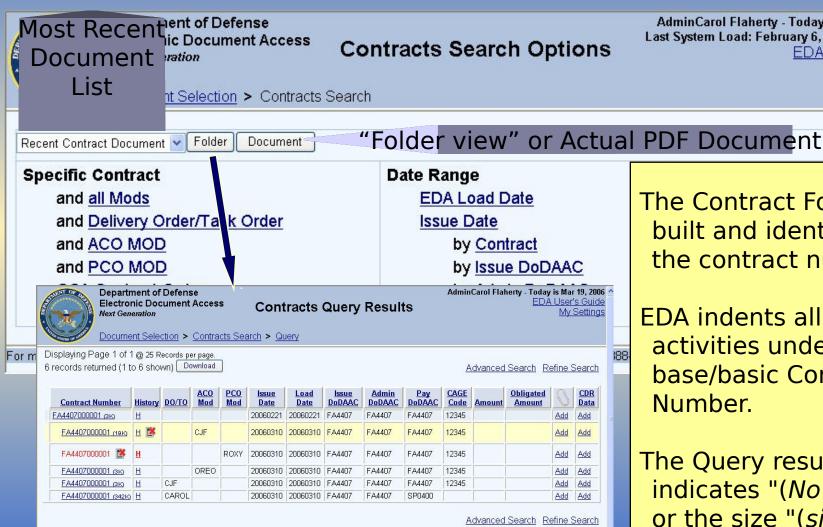
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send of



# DOCUMENT Advanced Search

Department of Electronic Doc Next Generation		Custom Adva	inced Search	AdminCa	rol Flaherty - Today is Apr 04, 2006 EDA User's Guide My Settings	
Document Selec	ction > Contracts	Search > Query				
Display Select All Clear All Contract Number History	Starts with		Vie	Download	d	
DO/TO ACO Mod	Starts with		Descending - 2 V		\	£ l
PCO Mod	Starts with		No Sort		very powe	erful query too
	an or equal to	(YYYYMMDD)	Descending - 3		Totally Hs	er defined
Less th	nan or equal to 💌	(YYYYMMDD)				
☐ <u>Load Date</u> Greater th	an or equal to 💌	(YYYYMMDD)	No Sort		- Flexible	result display
Less th	nan or equal to 💌	(YYYYMMDD)				
☑ <u>Issue DoDAAC</u>	Starts with		No Sort		- riexible	operational
✓ Admin DoDAAC	Starts with		No Sort		criteria	
☑ Pay DoDAAC ☐ CAGE Code	Starts with		No Sort		011101101	
□ D-U-N-S Number	Starts with		No Sort		- Definabl	le sort order
	nan or equal to		No Sort		- Partial o	r full entry
25.500	an or equal to 💌					•
	nan or equal to 💌		No Sort		- Any field	d combinations
I	an or equal to				•	
□ LOA Data	1.10 - 10 - 10 - 10 - 10 - 10 - 10 - 10					
☐ <u>CLIN Data</u>						
✓ <u>Attachments</u>						
☑ <u>CDR Data</u>			Vie	Download	d	
For more information about the DOD E cscassig@ogden.disa.mil	DA Web Page, call t	the help desk at (866)618-59	988, (801)605-7095 or DSN	N 388-7095, or	send email to:	





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The Contract Folder is built and identified by the contract number.

FDA indents all activities under the base/basic Contract Number.

The Query result set indicates "(No Base)" or the size "(size)". The base/basic document depending



Document

#### **Folder View**

Con

Department of Defense Electronic Document Access Next Generation The Folder View represent an actual 'contract folder' that might exist in the file cabinet/paper world. All contract activities/artifacts are

to ment Selection > Contracts Search > Quelisplaned within the folder view

Download

@ 100 Records per page.

Information on size of query and Page

Download Result set Search Refine Search

								1			
	<u>History</u>	<u>DO/TO</u>	ACO Mod	PCO Mod	<u>Issue</u> <u>Date</u>	<u>Issue</u> <u>DoDAAC</u>	Admin DoDAAC	Pay DoDAAC	Amount		Col
FA4407120001 (3K)	<u>H</u>				20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
<u>FA4407120001 (зю</u>	<u>H</u>		A00001		20060313	FA4407	FA4407	SP0400		Add	Add
<u>FA4407120001 (зю</u>	<u>H</u>	0003			20060313	FA4407	FA4407	SP0400		Add	Add
<u>FA4407120001 (зк)</u>	<u>H</u>	0002			20060313	FA4407	FA4407	SP0400		Add	Add
<u>FA4407120001 (зю</u>	H	0001		Î	20060313	FA4407	FA4407	SP0400		Add	Add
A44071210001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	View(1)
FA44071210001 ദര	<u>H</u>	0001			20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
A4407121001 (No Base)											
<u>FA4407121001 (зю</u>	<u>H</u>	0002			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407121001	<u>H</u>	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407122001 (No Base)					ĺ						
FA4407122001 (3K)	H			P00001	20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>

### Sort order within the folder view is:

Contract Number Ascending, DO/TO Descending, Issue Date Descending.

**General Capabilities** 

Advanced Search Refine Search

at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: <u>cscassiq@oqden.disa.mil</u>



#### DOCUMENT Folder View - Cont



Department of Defense **Electronic Document Access** 

**Contracts Query Results** 

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Document Selection > Contracts Search > Query > Query Results

Displaying Par Documenteds per page. 10 records ref

**History** 

Advanced Search Refine

Contract No		<u>ro</u>	ACO Mod	PCO Mod	<u>Issue</u> <u>Date</u>	<u>Issue</u> <u>DoDAAC</u>	Admin DoDAAC	Pay DoDAAC	<u>Obligated</u> <u>Amount</u>	0	CDR Data
FA440712000					20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
<u>FA4407120001 (зю</u>	H		A00001		20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
<u>FA4407120001 (зк)</u>	<u>H</u>	0003			20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
<u>FA4407120001 (зк)</u>	<u>H</u>	555	[	Ir	nacti	vatio	n Histo	PY <sup>00</sup>		Add	Add
FA4407120001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
FA44071210001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	View(1)
<u>FA44071210001 (зю</u>	Н	0001			20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>
FA4407121001 (No Base)											
<u>FA4407121001 (зю</u>	H	0002					107	SP0400		Add	<u>Add</u>
FA4407121001				Curr	entiv	y Inac docum	tive	SP0400		Add	Add
FA4407122001 (No Base)				NO LII	IK LO	docum	ent				
FA4407122001 (3K)	H			P00001	20060313	FA4407	FA4407	SP0400		Add	<u>Add</u>

**Base/Basic Contract notation** 

**(Size)** -(32k)

(No Base) - no base document in EDA

(# Parts) - migrated NAFI multi-part

contracts

Advanced 9

rch.

**CDRs** 

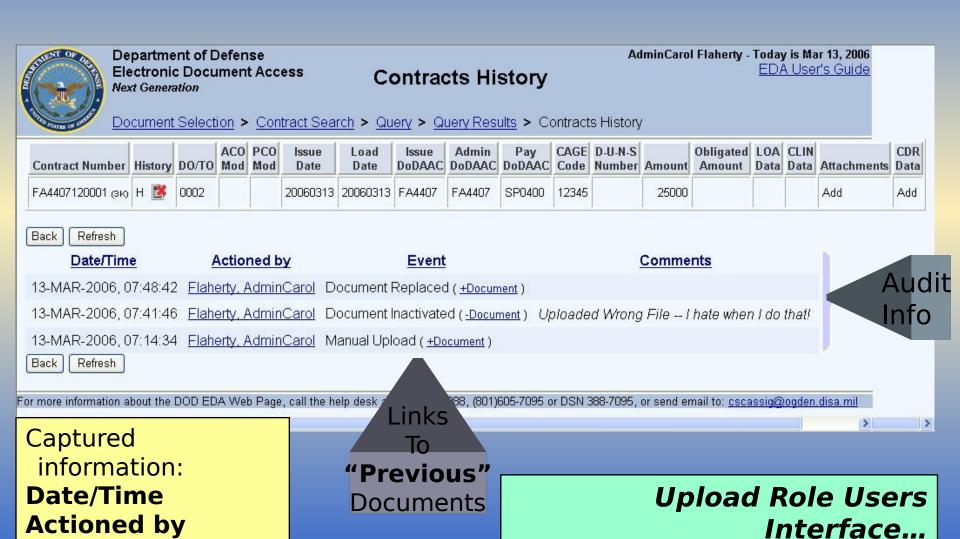
)605-7095 or DSN 388-7095, or send email tattachment<sup>mil</sup>

**Upload** Role



**Event** 

### **View Document History**





# Interface Options on Result Page

Users with the <u>Upload Role & Issue DoDAAC(s)</u> *listed* on their user account have additional interface options within Contract search result



Replace a mation about

Remember, if the user account doesn't have the <u>Upload Role</u> and <u>particular DoDAAC</u> in query result, the user will NOT see options for uploading and/or

nail to: cscassiq@oqden.disa.mil

My <u>Settings...</u>

inactivating documents



#### **Multi-Folder View**



Department of Defense Electronic Document Access Next Generation

Contracts Query Results AdminCarol Flaherty - Today is Mar 19, 2006 EDA User's Guide My Settings

<u>Document Selection</u> > <u>Contracts Search</u> > <u>Query</u>

Displaying Page 1 of 1@25 Records per page.
20 records returned (1 to 20 shown) Download

Advanced Search Refine Search

Contract Number	<u>History</u>	<u>DO/TO</u>	ACO Mod	PCO Mod	<u>Issue</u> <u>Date</u>	<u>Load</u> <u>Date</u>	<u>Issue</u> <u>DoDAAC</u>	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Ob Aı
FA255098P0353	H				19991231	19991231				94990		
FA4333300001 (No Base)												
FA4333300001 (3K)	H	CAROL			20060312	20060312	FA4407	FA4407	SP0400	12345	5000000	
<u>FA4407000001 (3ю)</u>	<u>H</u>				20060221	20060221	FA4407	FA4407	FA4407	12345		
FA4407000001 (19K)	<u>H</u> 🁺		CJF		20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001	H			ROXY	20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (3K)	H		OREO		20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (3K)	H	CJF			20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (342K)	H	CAROL			20060310	20060310	FA4407	FA4407	SP0400			
<u>FA4407110001 (зк)</u>	H				20060313	20060313	FA4407	FA4407	SP0400	12345	200000	
FA4407120001 (3K)	H				20060313	20060313	FA4407	FA4407	SP0400	12345	200000	
FA4407120001 (3K)	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000	
FA4407120001 (3K)	<u>H</u>	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	
FA4407120001 (3K)	<u>H</u>	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000	
FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000	
FA44071210001 (3K)	H				20060313	20060313	FA4407	FA4407	SP0400	12345	250000	
<u>FA44071210001 (зк)</u>	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	
FA4407121001 (No Base)												
FA4407121001 (3K)	<u>H</u>	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	
FA4407121001	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	
FA4407122001 (No Base)												
FA4407122001 (3K)	H			P00001	20060313	20060313	FA4407	FA4407	SP0400	12345	45000	
FA44072120001 (No Base)												
FA44072120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	

Advanced Search Refine Search

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#### My Settings

To Save

Submit Return

artment of Defense tronic Document Access Generation

ument Selection

My Settings

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EDA User's Guide

Customize Contract query results
Columns order and inclusion
Sort Options
Page Size

Number of Records Dpen Pargle eader options Number of Records Displayed per Page: 25 **Include Headers on Download** Include Column Headers on Download: O Yes o No Preference Settings for Columns to Display on Query Results: Contracts Available Columns Display Columns CLIN Data Contract Number **Columns to Display** D-U-N-S Number History DO/TÓ LOA Data ACO Mod Include (>>) or Exclude (<<) as desired PCO Mod Issue Date All >> Load Date Up Move **Up** or **Down** for column order Issue DoDAAC Admin DoDAAC Down Pay DoDAAC CAGE Code Obligated Amount Attachments CDR Data

Note: Contract Number, DO/TO, ACO Mod and PCO are key columns and will always display.

Sort Order on Query Results	:
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Folder View (Contract Number Ascending, DO/TO Descending, Issue Date Descending)
 EDA Default Sort
 Your Sort [Undefined)
 Define Custom Sort...

Number of Recent Contract Documents: 10

Number of Recent CDR Documents: 10

Submit Return

**Number of Recent Contract Docs** 

**Sort Order on Result** 

Defaults to 10. Value 0-99

**Number of Recent CDR Docs** 

Defaults to 10. Value 0-99

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#### **EDA User's Guide**

# Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)
- Training Modules
- Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities



## **Thank You for Coming**

# Thanks for your input and support. It was GREATLY appreciated.

**Enjoy Your Day!**